

**MINUTES OF THE PROCEEDINGS OF
THE CITY OF COOS BAY URBAN RENEWAL AGENCY**

June 16, 2020

The minutes of the proceedings of a regular meeting of the Urban Renewal Agency of the City of Coos Bay, Coos County, Oregon, held at 8:07 pm as a virtual meeting.

Those Attending

Those attending remotely by teleconference were Chair Stephanie Kilmer and Board Members Joe Benetti, Lucinda DiNovo, Drew Farmer, Phil Marler, Carmen Matthews, and Rob Miles. City staff attending remotely by teleconference were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Community Development Administrator Carolyn Johnson, Police Chief Gary McCullough, and Fire Chief Mark Anderson.

Public Comments

No public comments were provided online and no public comment forms were received.

Consent Calendar

Chair Kilmer reviewed the consent calendar which consisted of:

- 2a: Approval of minutes of June 2, 2020
- 2b: Approval of May 2020 Financial Reports

Board Member DiNovo moved to approve consent calendar as presented. Board Member Miles seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

Approval of Façade Improvement Program Grant Request for Exterior Improvements at 999 North Front Street

Community Development Administrator Carolyn Johnson stated the new property owner of 999 North Front Street, Heidi Sause, requested grant approval to complete a two phased façade rehabilitation project. Phase I will focus on the east and north elevations with replacement of existing siding with new heavy-gauge corrugated, coated and painted steel siding, existing window replacement with similar style energy efficient windows, replacement of compromised structural elements, and new metal deck railing along the Front Street elevation. Phase II was comprised of the west and south elevations utilizing the same design and material as in Phase I. Two options for the improvements were proposed, Option A \$175,628.88 and Option B \$180,628.88. Option B had addition of the large windows adjacent to an entry area on the west elevation and windows above the entry on the south elevation rather than a translucent panel. The Design Assistance Team (DAT) discussed the project and recommended approval of both phases of the proposed facade improvements, preferably Option B, if funding allowed. On June 9, 2020, the planning commission reviewed the project design and recommended approval with a preference for Option B. The property owner expected to complete Phase I before August 30, 2020, at the end of the expenditure period for fiscal year 2019-2020.

The Facade Improvement Program currently provided a 50/50 grant (based on the lowest bid) with a maximum grant award of \$25,000 per fiscal year. The program also required three bids be obtained for the facade project. The applicant requested a 50/50 match up to \$50,000 for each phase of the project due to extensive refurbishing costs. The applicant had requested an exception to the three-bid requirement; they were currently working with a local, licensed contractor for all improvements. The URA Board had discretion to authorize funds beyond the program maximum and to waive the three-bid requirement.

Property owner, Heidi Sause, stated the first two tenants had signed a lease and were already in the building, there was a lot of enthusiasm, work was already started, the grant would pay for labor costs, and was very excited about the rehabilitation project. Mayor Benetti and Councilor DiNovo thanked Ms. Sause as Front Street was a priority of the council and with the help of the community there has been much accomplished in the last three years.

Board Member Miles moved to approve Phase I of the proposed façade improvement project for up to \$50,000 from the 2019-2020 fiscal budget, approve Phase II Option B of the proposed façade improvement project for up to \$50,000 from the 2020-2021 fiscal budget, and waive the three-bid requirement. Board Member DiNovo second the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

Public Hearing on the Supplemental Budget for 2019-2020 Fiscal Year – Approval Would Require Adoption of Resolution 20-05

Finance Director Nichole Rutherford stated it was anticipated during the fiscal year that several supplemental budgets would be brought forward to the agency for consideration to adjust the budget based upon operational needs. Reasons for a supplemental budget include appropriating grant funding not included in the budget, appropriating additional carryover balance from the prior fiscal year that was more than budgeted and are needed to meet operational needs, reallocating funds within categories, and appropriating new funds. Ms. Rutherford gave an overview of some of the items within the supplemental budget.

Chair Kilmer opened the public hearing. No public comments were provided online and no public comment forms were received. The hearing was closed.

Board Member DiNovo moved to approve the adoption Resolution 20-05 a supplemental budget for fiscal year 2019-2020. Board Member Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

Approval of an Amendment to the Development Agreement with Coos Bay Village

City Manager Rodger Craddock stated in early 2019 Rock Face LLC, the owner / developer of the approximately 6.5-acre parcel formerly known as Central Dock, secured land use approvals to redevelop the property. The Urban Renewal Agency (URA) entered into a public improvement agreement with Rock Face LLC to finance required off-site improvements to the intersection of Hemlock Ave and Hwy 101, Greenwood Ave right-of-way, and necessary public sewer and storm water infrastructure.

The agreement did not include needed improvements to the former industrial concrete dock at the east end of the Greenwood Ave right-of-way to make it safe for the public, fabrication and installation of stainless-steel safety fencing, installation of concrete retaining wall(s) at the west

end of the Greenwood Avenue concrete dock, extension of the public walkway from the Coos Bay Village site across the Greenwood Avenue right-of-way, and removal of numerous pieces of rebar protruding out the north and south sides of the concrete dock. Given the large number of infrastructure projects already scheduled for this summer, city staff lacked capacity to undertake this public improvement portions of this project. The developer was willing to undertake the work on behalf of the URA / City.

The developer was waiting on state approvals before undertaking the necessary improvements to the Hemlock / Hwy 101 intersection which would include installation of a traffic signal and railroad crossing signal arms. Since entering the agreement, the developer secured the necessary state and federal permits / approvals to raise the elevation of the property to ensure the new development would be out of the flood plain. In addition, secured a few building permits and have begun construction on the first four buildings. Developer Greg Drobot stated the project was more complicated and involved than originally anticipated, but wanted all work to be done at the same high quality.

Due to the increased costs of undertaking the required off-site improvements, along with the needed safety improvements to the former industrial concrete dock, the developer requested an increase / amendment to the public improvement agreement with the URA. City staff suggested amending the agreement to provide an additional \$450,000 for off-site public infrastructure reimbursements to include the identified improvements to the Greenwood Avenue concrete dock.

Board Member DiNovo moved to direct the City Manager to draft and sign an amendment to the Public Improvement Agreement with Rock Face LLC to provide an additional \$450,000, and increase the scope of work to include needed improvements to the Greenwood Avenue concrete dock area. Board Member Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

Adjourn

There being no further business to come before the agency, Chair Kilmer adjourned the meeting. These minutes were approved as presented by the Urban Renewal Agency on July 7, 2020.



Stephanie Kilmer, Chair

Attest: 

Lucinda DiNovo, Secretary